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George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

MSFC REVIEW ITEM DISCREPANCY (RID) COORDINATOR USERS' GUIDE

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Configuration and Data Management Group ED43		
Title: MSFC RID Coordinator User's Guide	Document No.: MSFC-MNL-3441	Revision: Baseline
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MSFC RID USERS' GUIDE

1. INTRODUCTION

1.1 Scope. The Marshall Space Flight Center (MSFC) Review Item Discrepancy (RID) Coordinator User's Guide provides system guidance to all review participants serving in the role of RID Coordinator.

1.2 Purpose. This document is intended to provide sufficient information for the RID Coordinator to successfully use the RID System.

1.3 Role of the RID Coordinator. The RID Coordinator plays a key role in the conduct of reviews. It is the RID Coordinator that has the broadest and most complete view of the review process, and it is his/her responsibility to keep the review on track from set-up through close-out. The primary tasks of the RID Coordinator are:

- a. Review Set-up and Maintenance
- b. User Registration Approval
- c. Review Coordination
- d. Process Monitoring
- e. Hardcopy Attachment Maintenance
- f. Status Reporting
- g. Participant Help/Guidance

Each of these tasks is defined in Section 4.

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2. APPLICABLE DOCUMENTS

MWI 8060.3 Marshall Work Instruction VS01 Requirements and Design
Reviews, MSFC Program/Projects

MSFC-MNL-3317 Review Item Discrepancy (RID) System User's Guide

3. ACRONYMS/DEFINITIONS

ACI	Administratively Control Information
CDR	Critical Design Review
JSC	Johnson Space Center
MSFC	Marshall Space Flight Center
RID	Review Item Discrepancy
UAH	University of Alabama
URL	Universal Resource Locator

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4. RID SYSTEM USAGE

This section of the User's Guide is intended to assist RID Coordinators in performing their review functions.

The following functions are described in this section:

- Review Set-up
- Review Maintenance
- User Registration Approval and Account Maintenance
- Review Coordination and Monitoring
- Attachment Maintenance
- Status Reporting
- RID/Action Maintenance

4.1 Review Set-up.

4.1.1 Review Set-up Initiation. Review set-up is initiated via the "Create New Review" link in the Main Menu of the RID System Home Page as shown in Figure 1.



Figure 1. RID System Home Page

Clicking the "Create New Review" link will display the screen shown in Figure 2.

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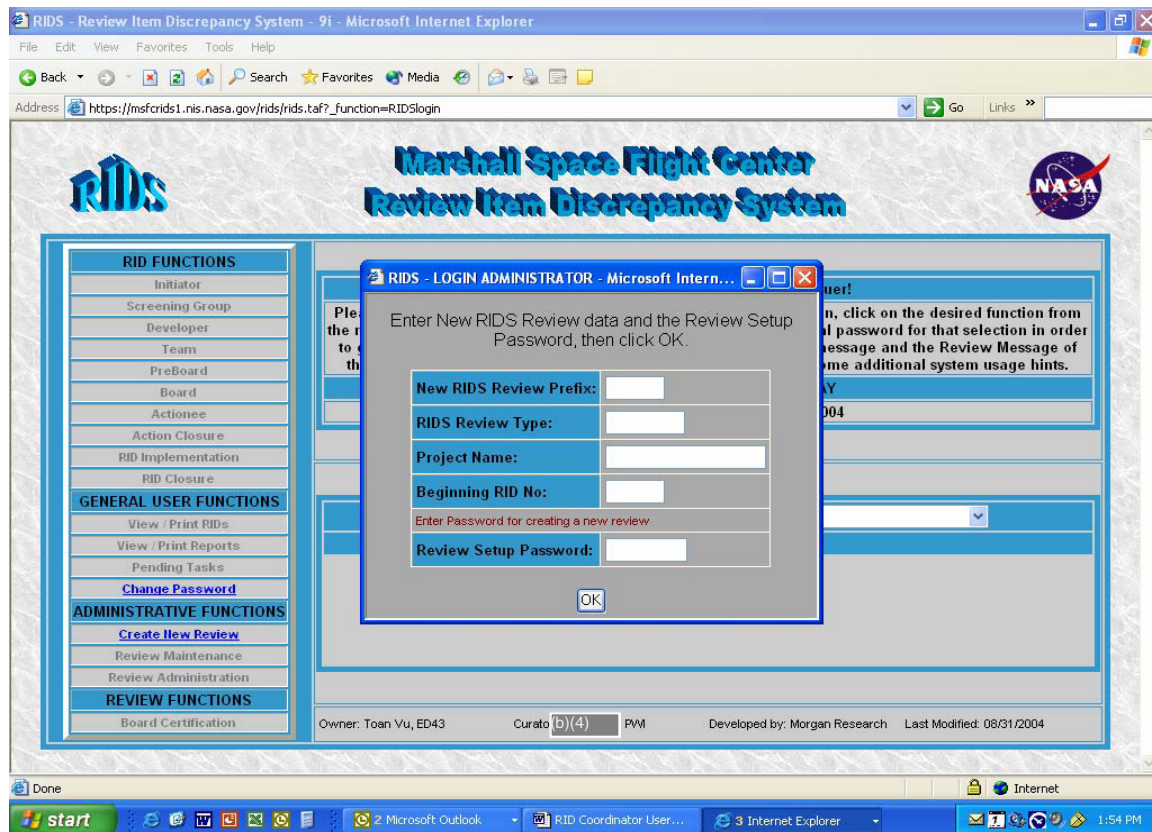


Figure 2. Initial Review Set-up Screen

Complete the following four fields:

- a. **New RIDS Review Prefix.** The prefix will serve as the first characters of the system-assigned RID Number and should reflect some information about the name or acronym of the project and the type of review, e.g., ABCP where “ABC” is the project acronym and “P” indicates that this is the PDR. The subsequent CDR prefix may be ABCC, where the final “C” indicates that this is the CDR. Thus the first RID for the PDR will be “ABCP-0001;” the first RID of the CDR will be “ABCC-0001.” The RID Prefix must be unique among all reviews in the system.
- b. **RIDS Review Type.** Review type is the acronym for the type of review (PDR for Preliminary Requirements Review, CDR for Critical Design Review, etc.)
- c. **Project Name.** The name of the program or project.
- d. **Beginning RID Number.** The starting number for the RID Number suffix. Note: it is not necessary to list leading zeros.

To access the full Review Set-up requires a role-level password. Check with the system administrator to obtain the password.



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Clicking “OK” will display the full Review Set-up screen shown in Figure 3.

RIDS - Review Item Discrepancy System - Microsoft Internet Explorer

[RIDS Home Page](#) - [Reports](#) - [Print Screen](#) - [Help](#)

WARNING: Team Name, RIDable Document Name and Reference Document Name cannot be modified after RIDs have been written against this review. See your system administrator if modifications are absolutely required.

Maximum number of characters are listed in parentheses following each field.
First Names=20; Last Names=30; Org=10; E-mail=60; Passwords=8.

* --- Required fields
** -- Required if Include Screening is checked
*** - Required if Include PreBoard is checked

[Printable Version](#)

*** 1. Project Name:** ABCD Project (Use abbreviations and/or acronyms to keep Project Name short.)(60)

*** 2. Review Type:** PDR (Enter the type of review.)(12)

*** 3. RID Prefix:** ABCD (Note: The RID prefix must be unique.)(5)

*** 4. Beg. RID No.:** 1 (RID Numbers normally start with 1, but may start with any number.)

5. RID Cut-Off: (List the date and time after which no new RIDs will be accepted. Format is MMDD/YYYY hh:mm:ss)

*** 6. Points of Contact:**
(Enter requested data for each POC.)

	First Name	Last Name	Org	E-Mail Address
Review Manager:				
* RID Coordinator:				
* Systems Engineer:				
* Project Manager:				
** Screening Group Lead:				
*** PreBoard Chairperson:				
* Board Chairperson:				

*** 7. Team Data:**
(Note: There must be at least one Team.)

Team Name(25) (See warning before modifying)	Team Lead * First Name	Team Lead * Last Name	Team Lead * Org	Team Lead * E-Mail Address	Team Lead * Password	Team Member * Password

*** 8. RID Process Flow Options:**

Include Screening? ☐ Include PreBoard? ☐

* Notify Actionees When: ☒ Action is Assigned
☐ Board Certifies Review

*** 9. RID Action/Class Options:**
(The following are options that can be used to classify, categorize and sort RIDs and Actions.)

Organizational Sites(20)	Organizational Password	Screening Classifications(30) Don't enter RID (default)	* Cancel Categories(30) (At least 1 required)	RID Sorting Categories(30)	Action Sorting Categories(30)

*** 10. RID Implementation reviewers:**
(The System Engineer and Initiator are automatically reviewers. Enter an additional reviewer if required.)

Reviewer's First Name	Reviewer's Last Name	Organization	E-mail Address

*** 11. Action Implementation reviewers:**
(The Initiator and Team Lead are automatically reviewers. Enter up to two additional Action Reviewers.)

Reviewer's First Name	Reviewer's Last Name	Organization	E-mail Address

Figure 3. Review Set-up Screen

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The screenshot shows a web application interface with a blue sidebar on the left containing two sections: '14. Reference Documents:' and '15. Review Message Of The Day (Keep Short)'. The main content area has a light gray background. Block 14 contains a table with two columns: 'Document No./Rev./Title(80)' and 'Hot Link(200)'. The first column has a text input field with a red warning message below it: '(See suggested format. See warning before modifying)'. The second column has a text input field. Block 15 contains a large text input field with a red note below it: 'Note: When updating this message, delete the date & time. The system will automatically insert the Date/Time stamp into the database.' At the bottom of the form is a 'Commit' button. The Windows taskbar at the bottom shows the Start button, several icons, and open applications including Microsoft Outlook, RID Coordinator User..., and Internet Explorer. The system clock shows 2:02 PM.

Figure 3. Review Set-up Screen (Continued)

4.1.2 Review Set-up Data. In addition to the set-up data on the initial Review Set-up screen (Figure 2), the following information is required to establish a review:

- a. RID Cut-Off Date (Block 5)
- b. Points of Contact (Block 6)
- c. Team Data (Block 7)
- d. Process Flow Options (Block 8)
- e. Optional Classification and Sorting Categories (Block 9)
- f. RID Implementation Reviewers (Block 10)
- g. Action Implementation Reviewers (Block 11)
- h. Role-level Passwords (Block 12)
- i. RIDable Documents (Block 13)
- j. Reference Documents (Block 14)
- k. Review Message of the Day (Block 15)

4.1.3 Mandatory/Optional Fields. There are both mandatory and optional fields associated with Review Set-up. Mandatory fields are marked with an asterisk in the field title (they also have a light gray background). Optional fields are not marked with an asterisk (they have a dark gray background).

4.1.4 Maximum Number of Characters per Field. Most Review Set-up fields have limited number of characters per field. The maximum numbers of characters for each field is indicated in parentheses following the field title or description.

4.1.5 Modifiable Fields. While the system allows every field to be modified, there are certain fields that require some degree of care when making a proposed change after a review begins. For example, a Team Name should not be changed after a RID has been written against a document that has been assigned to the Team. Likewise, a RIDable Document Name should not be changed after RIDs have been written against the RIDable document. See your system administrator if modifications are absolutely required.

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4.1.6 **Field Descriptions.**

- a. **RID Cut-Off Date (Block 5).** The RID Cut-off Date controls the date and time after which RIDs will no longer be accepted. The format is MM/DD/YYYY hh:mm:ss. Time is in military format and is Central Time or Central Daylight Time, as appropriate. RID Cut-off may be changed at any time to extend or shorten the open season for submitting new RIDs.
- b. **Points of Contact (Block 6).** Primary review participant information is supplied in this Block. While all fields for a participant are mandatory, if a participant does not wish to receive emails, simply insert the user's name (an incomplete email address). This will prevent email notifications from being sent to the user.
- c. **Team Data (Block 7).** Block 7 provides the capability for the project to specify from 1-n review teams. After entering the data for each team, click "Commit" at the bottom of the screen or hit the keyboard "Enter" key. This will open an additional row to specify another team.
- d. **Process Flow Options (Block 8).** Process flow options allow the Program/Project to provide some level of customization of their review. A Screening group, as well as a PreBoard, may be included or excluded. Also, the Program/Project can specify whether they want to notify actionees of pending actions at the time the action is assigned or after the Board certifies the review.
- e. **Optional Classification and Sorting Categories (Block 9).** Block 9 provides the capability to provide additional customization of a review. The major benefit of these customization options is to provide the Program/Project the capability to sort RIDs into various groups when creating reports. There are five options:
 - (1) Organizational Sites. Organizational Sites allows the Program/Project to list the sites that are participating in the review. Example: MSFC, JSC, Boeing, UAH, etc. Note: Organizational Password is not currently operational – leave blank.
 - (2) Screening Classifications. Screening Classifications allow the Screening Lead to classify RIDs into classifications other than "RID" (the default classification). Example: "Comment," "Issue," etc.
 - (3) Cancel Categories. Cancel Categories allow the Screening Lead to categorize the rationale for canceling RIDs. Example: "Does not Meet RID Criteria," "Editorial," etc.
 - (4) RID Sorting Categories. RID Sorting Categories allow the Screening Lead to categorize RIDs into any desired categories. Example: Thermal, Electrical, Software, etc.
 - (5) Action Sorting Categories. Action Sorting Categories allow the Team Lead, PreBoard Chair or Board Chair to categorize Actions into any desired categories.

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- f. **RID Implementation Reviewers (Block 10).** Block 10 provides the Program/Project the capability to specify RID Implementation reviewers in addition to the System Engineer (a default reviewer).
- g. **Action Implementation Reviewers (Block 11).** Block 11 provides the Program/Project the capability to specify Action reviewers in addition to the Team Lead (a default reviewer).
- h. **Role-level Passwords (Block 12).** Block 12 is used to specify the passwords for each RID System role. Passwords should be unique for each user or user group.
- i. **RIDable Documents (Block 13).** Block 13 provides the capability to specify the RIDable documents for the review. The Hot Link capability provides direct access to the RIDable documents from within the RID System. Use this feature with caution. If a Hot-Linked RIDable document has any Administratively Controlled Information (ACI) restrictions, make sure that all users registered for the review have approved access to the documents.
- j. **Reference Documents (Block 14).** Block 14 provides the capability to specify any Reference documents for the review. The Hot Link capability provides direct access to the Reference documents from within the RID System. Use this feature with caution. If a Hot-Linked Reference document has any ACI restrictions, make sure that all users registered for the review have approved access to the documents.
- k. **Review Message of the Day (Block 15).** Block 15 provides the capability to display a "Review Message of the Day" on the RID System Home Page for the review. Examples: "Review Kick-off is scheduled for August 2, 2004" or "RID Cut-off is 16:30 CDT, August 27, 2004."

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4.2 Review Maintenance. Most Review Set-up data field can be changed after a review has been set up; however, changes must be made with caution. If RIDs have already been entered into the system, modifying some fields may have an impact on the review. Table 1 provides guidance of fields that cannot be change, those fields that may be changed without impact and those fields that may be impacted by change.

Table 1. Impact of Changing Review Set-up Data

Review Set-up Data Fields	Cannot Change	Change Without Impact	Change With Impact	Impact
Review Prefix	X			
Review Type			X	RIDs already written when Review Type is changed will retain the old Review Type.
Project Name	X			
Beginning RID Number	X			
RID Cutoff		X		
Points of Contact		X		
Team Name			X	RIDs already written when Team Name is changed will retain the old Team Name.
Team Lead Name, Org, Email		X		
Team Password		X		
Process Flow Option: Include Screening? (From Yes to No)			X	RIDs already past Screening when option changed will have been sent to Screening.
Process Flow Option: Include Screening? (From No to Yes)			X	RIDs already past Screening when option changed will have skipped Screening.
Process Flow Option: Include PreBoard? (From Yes to No)			X	RIDs already past PreBoard when option changed will have been sent to PreBoard.
Process Flow Option: Include PreBoard? (From No to Yes)			X	RIDs already past Board when option changed will have skipped PreBoard.
Process Flow Option: Notify Actionees: (From when Action is Assigned to when Board Certifies Review)			X	Actions already assigned when option changed will have been sent to Actionees.
Process Flow Option: Notify Actionees: (From When Board Certifies Review to when Action is Assigned)			X	Assigned Actions awaiting Board Certification at the time change is made will be sent to Actionees.
Organizational Sites			X	RIDs already written when site changed will retain old Site Name.
Screening Classifications			X	RIDs already screened when classification changed will retain old Classification.
Cancel Categories			X	The Cancel Categories of RIDs that

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Review Set-up Data Fields	Cannot Change	Change Without Impact	Change With Impact	Impact
				have been cancelled at Screening will not be changed when a Cancel Category is changed.
RID Sorting Categories			X	The RID Sorting Categories of RIDs that have been placed in a category at Screening will not be changed when a Sorting Category is changed.
Action Sorting Categories			X	The Action Sorting Categories of Actions that have been placed in an Action category at Team, PreBoard or Board will not be changed when a Sorting Category is changed.
RID Implementation Reviewers		X		
Action Implementation Reviewers		X		
System Passwords		X		
RIDable Document Number, Rev. and Title			X	RIDs that have been written against a RIDable Document prior to a change to the Document Number, Rev or Title will reflect the old Number, Rev or Title.
Assigned Team			X	RIDs that have been written against a document that is assigned to a team prior to a change to the Assigned Team will reflect the old Team Name.
Developer's Name, Org and E-mail Address		X		RIDs that have been written against a document that is assigned to a Developer prior to a change to the Developer's Name, Org or E-mail will reflect the old information.
Hot Link		X		
Reference Document Number, Rev. and Title			X	RIDs that have referenced a document prior to a change to the Referenced Document Number, Rev or Title will reflect the old Number, Rev or Title.
Reference Document Hot Link		X		
Review Message of the Day		X		

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4.3 User Registration Approval and Account Maintenance. One of the primary functions of the RID Coordinator is to establish the set of review participants. Typically, the Program/Project Manager or the Project System Engineer will generate a list of review participant to be invited to the review. The RID Coordinator should perform the following:

- a. Determine the individuals on the list that are already registered in the RID System; i.e., individuals who have previously registered for another review. For these participants, the RID Coordinator should:
 1. Select Add/Delete Users from Review from the Review Administration Menu as shown in Figure 4.



Figure 4. Review Administration Menu

2. From the Add/Delete Users to/from a Review screen as shown in Figure 5, select the users to be added to the review by clicking the checkbox in the left hand column.

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RIDS - Review Item Discrepancy System - Microsoft Internet Explorer

RIDS Home Page - Reports - Print Screen - Help

Review Administration

Check users in the left panel to **ADD** to the TEST review. Check users in the right panel to **REMOVE** from the TEST review.

Select	First Name	Last Name	User Org	Site	User Type	Location
<input type="checkbox"/>	Ref	Ahmed	ED23	MSFC	Civil Service	Huntsville, AL 358
<input type="checkbox"/>	(b)(4)		UP10	MSFC	Contractor	Huntsville, AL, US
<input type="checkbox"/>	(b)(4)		QS10	MSFC	Contractor	MSFC, AL
<input type="checkbox"/>		Boein	Contract	Contractor		Huntsville, AL, US
<input type="checkbox"/>		UP50	Contract	Contractor		Huntsville, AL, Mar
<input type="checkbox"/>	Tracy	Anderson	UB-X	KSC	Civil Service	KSC, FI US
<input type="checkbox"/>	Bernard	Anderson	ED44	MSFC	Civil Service	Huntsville Alabarr
<input type="checkbox"/>	Joel	Anderson	QS10	MSFC	Civil Service	Huntsville, AL, US

Submit

Select	First Name	Last Name	User Org	Site
<input type="checkbox"/>	(b)(4)		MSFC	
<input type="checkbox"/>	(b)(4)		ED43	MSFC
<input type="checkbox"/>	(b)(4)		DIS	MSFC
<input type="checkbox"/>	Amelia	Lee hemken	ED13	MSFC
<input type="checkbox"/>	(b)(4)		DIS	Marshall

Figure 5. Add/Delete Users from a Review Screen

- (3) Click Submit.
- b. Determine the individuals on the list that are not registered in the RID System; i.e., individuals who have not previously registered for some other review. For these participants, the RID Coordinator should:
 1. Send an email to the users inviting them to register in the RID System. Be sure to include the RID System URL, the name of the review as shown in the drop down list of reviews on the registration form, the date by which the users should register, and brief instructions on how to complete the on-line registration form.
 2. When a user submits a registration form, the RID Coordinator will receive a system-generated email as shown in Figure 6. Review the registration form for completeness and correctness, as well as verification of citizenship.

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Access the RID System [Here](#).

RID System Notification

A request for RIDS access has been requested by John Doe.

If the person requesting access to MSFC RIDS is not a United States citizen, is a citizen of another country (even if they are also a U.S. citizen), or represents another country (even if they are a U.S. citizen), you must ensure that MSFC Form 4336-1, Information Resources Access Request, is completed and approved, and confirmation from MSFC IT Security is received before granting approval for MSFC RIDS access.

First Name:	John
Last Name:	Doe
Email Address:	John.Doe@
Company Site:	MSFC
Organization Code:	ED43
Phone Number:	(256) 544-1111
Select a Review:	TEST
User Type:	Contractor
User Type Other:	Sparta
Site:	MSFC
Site Other:	
Location:	Huntsville, AL
U.S. Citizen?:	no
If not US citizen, country:	England
Foreign Citizen?:	no
If foreign citizen, country:	
Foreign Representative?:	no
If Foreign Representative, country:	

Figure 6. RID Coordinator Registration E-Mail

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3. For non-citizens, those who hold dual citizenship, or those who represent a foreign entity, make sure that MSFC Form 4336-1, Information Resources Access Request, is completed and approved by the appropriate approval authority, and confirmation from MSFC IT Security is received before granting access to the RID System. Be sure to maintain a copy of Form 4336-1 in a file as a project record.
4. When one or more users are approved for RID System access, the RID Coordinator can grant access to a specific Program/Project by selecting "Approve User Registration Request from the Review Administration menu. This will display the screen as shown in Figure 7.

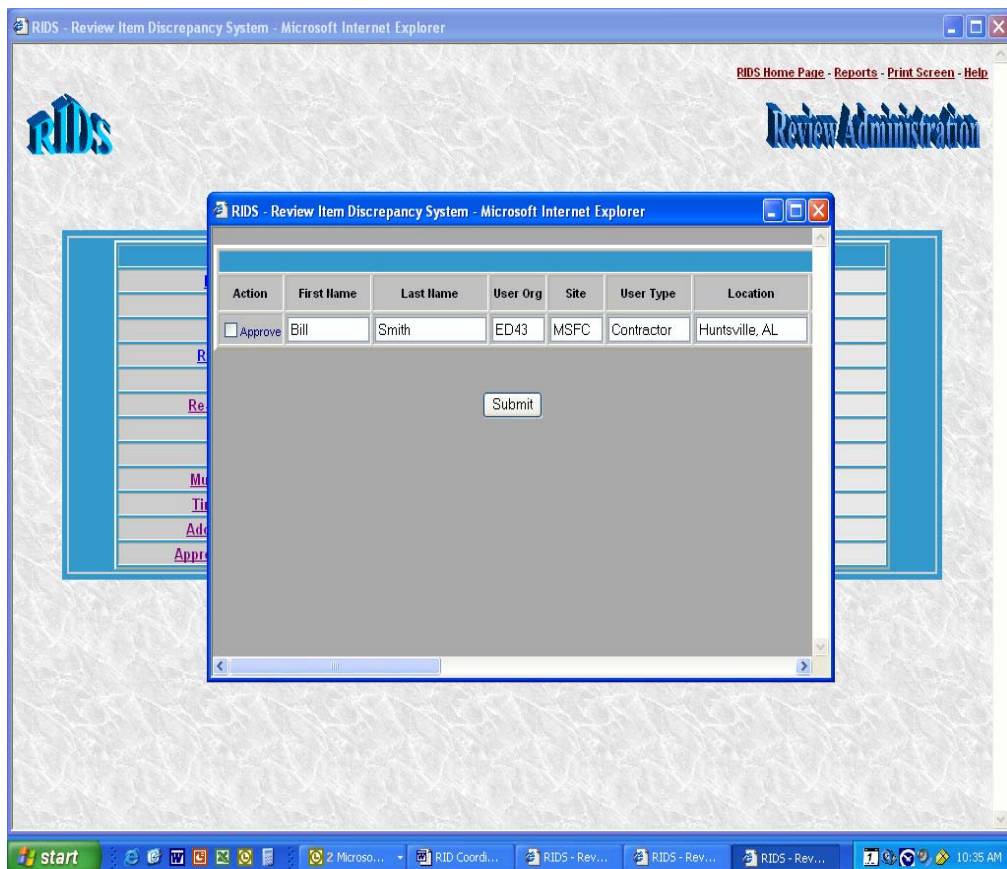


Figure 7. Approve User Registration Screen

5. Click Approve checkbox for approved users.
 6. Click Submit.
- c. It is the RID Coordinator's responsibility to delete the users from a review when the review is complete, when individuals are no longer associated with the project, etc. Use the Add/Delete function to delete review participants.

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4.4 **Review Coordination and Monitoring.**

The following are some of the ways a RID Coordinator can help coordinate and monitor a review:

- By continuously keeping on top of the status of the review.
- By keeping the review process on schedule.
- By reminding role participants to complete their tasks when bottlenecks occur.
- By updating the Message of the Day to keep review participants informed of review milestones.

4.5 Attachment Maintenance. The RID System does not currently have an on-line attachment capability. If a RID is submitted with an electronic or hardcopy attachment, it is the RID Coordinator's responsibility to capture and maintain the attachment. The document number, title, and physical location of the referenced document should be recorded on the RID in field 25, Remarks.

4.6 Status Reporting. Status Reporting is accomplished via the RID System's Report capability. The list of reports available to all users is shown in Figure 8.

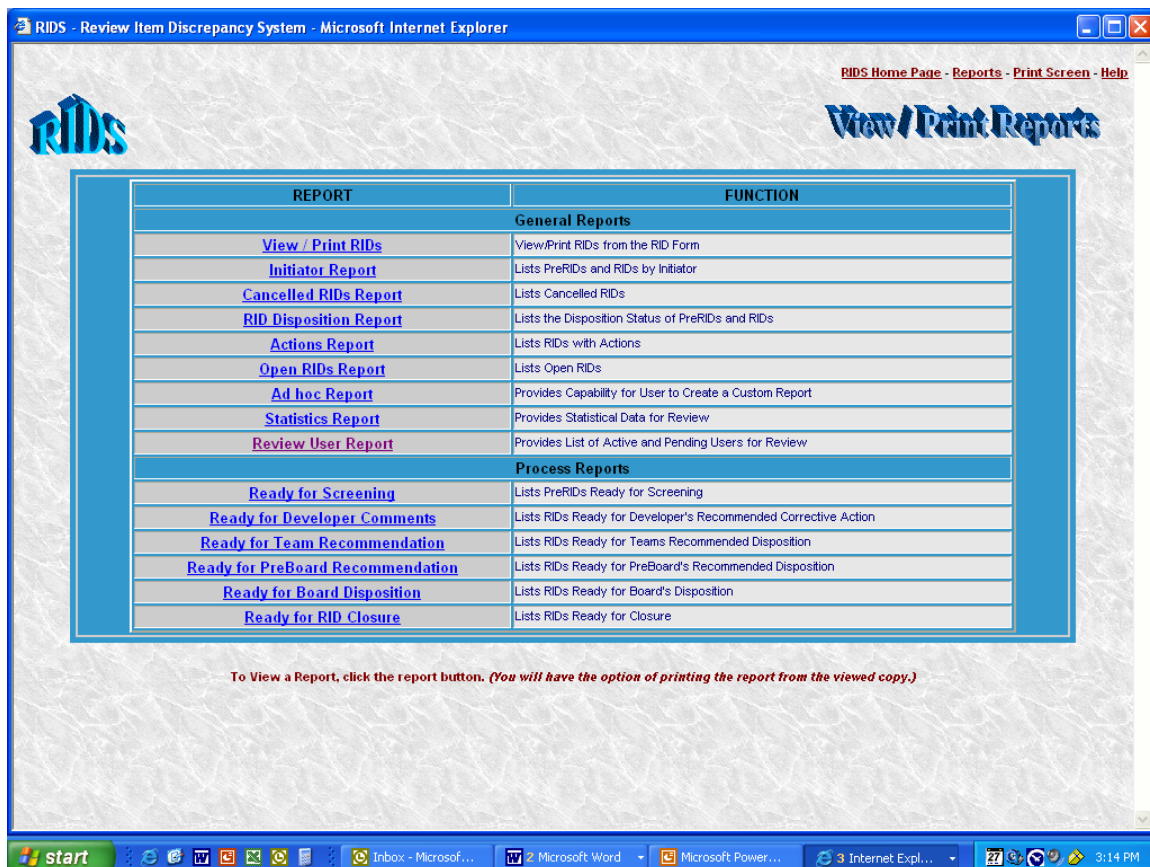


Figure 8. RID System Reports

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Reports are basically of three types:

- a. Standard reports
- b. Ad hoc reports
- c. Statistic reports

Standard reports are designed to provide RID and Action Item data in a predictable form. The ad hoc report provides the user with the capability to generate reports that contain combinations of data fields not found in standard reports. A basic statistics report provides statistics about the status of the RIDs and Action Items within a single review.

In addition to this basic statistics report, there are two multi-review statistics reports available to the RID Coordinator via the Review Administration function.

- a. Multi-Review Statistics Report
- b. Time Period Statistics Report

The Multi-Review Statistics Report provides essentially the same information as the standard statistics report for one or more reviews as shown in Figure 9.

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Statistics Multi-Review Report

REVIEW(s): ECDR IEC IECD OSDRB OSDRL

REPORT TYPE: Statistics (Multi)
REPORT DATE: 08/27/2004

	ECDR	IEC	IECD	OSDRB	OSDRL	Totals
PreRID Status						
PreRIDs in Preliminary Status	0	0	4	11	11	26
PreRIDs Awaiting Screening	0	0	0	0	0	0
PreRIDs Screened as "Track as RID"	156	306	148	268	245	1123
PreRIDs Screened as "Withdrawn by Initiator"	8	0	0	24	14	46
PreRIDs Screened as "Combine With"	52	2		97	175	326
PreRIDs Screened as "Cancel"	43	12	2	115	101	273
Total	259	320	154	515	546	1794
RID Status						
RIDs Awaiting Developer's Corrective Action	0	0	0	0	0	0
RIDs Awaiting Team's Recommended Disposition	0	0	0	6	0	6
RIDs Awaiting PreBoard's Recommended Disposition	0	0	0	9	1	10
RIDs Awaiting Board's Disposition	0	0	0	0	0	0
RIDs Awaiting Closure Implementation	37	253	115	252	244	901
RIDs Awaiting Closure Concurrence	1	0	0	0	0	1
RIDs Awaiting Closure Approval	0	0	0	0	0	0
Closed RIDs	119	53	33	1	1	207
Total	157	306	148	268	246	1125
RID Disposition						
Recommended Disposition by Team						
Approve	128	82	13	234	136	593
Approve per Remarks	11	170	102	26	109	418
Approve Study	0	0	0	0	0	0
Disapprove	1	0	0	1	0	2
Combine With	11	30	22	0	1	64
Withdrawn	5	24	11	1	0	41
Total	156	306	148	262	246	1118
Recommended Disposition by PreBoard						
Approve	137	0	0	0	0	137
Approve per Remarks	2	0	0	0	0	2
Approve Study	0	0	0	0	0	0
Disapprove	0	0	0	0	0	0
Combine With	1	0	0	0	0	1
Withdrawn	3	0	0	0	0	3
Total	143	0	0	0	0	143
Disposition by Board						
Approve	143	0	0	0	0	143
Approve per Remarks	0	0	0	0	0	0
Approve Study	0	0	0	0	0	0
Disapprove	0	0	0	0	0	0
Combine With	0	0	0	0	0	0
Withdrawn	0	0	0	0	0	0
Total	139	0	0	0	0	139
Action Status						
RIDs with Open Actions	36	0	23	0	0	59
RIDs Awaiting Action Implementation	26	0	22	0	0	48
RIDs Awaiting Action Concurrence	6	0	1	0	0	7
RIDs Awaiting Action Closure	4	0	0	0	0	4
RIDs with Action Non-Concurrence(s)	0	0	0	0	0	0
RIDs with Overdue Open Action(s)	16	0	22	0	0	38
RIDs with All Actions Closed	126	0	0	0	0	126

Figure 9. Multi-Review Statistics Report

CHECK THE MASTER LIST
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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The Time Period Statistics Report provides basic information on one or more reviews for a specified period of time as shown in Figure 10.



Figure 10. Time Period Statistics Report

4.7 RID/Action Item Maintenance. There are occasions when a user wishes to make changes to a RID or Action Item that cannot be made through the normal RID process. In some cases, the RID Coordinator has the capability to make changes for the user. Editorial changes, such as correcting a misspelled word, are straightforward and can normally be made without impact. There are, however, changes that may be requested that can have an unintended impact on the status or content of a RID or Action Item. Some examples:

- a. A substantive change to the wording of a RID that has already been dispositioned.
- b. A change in the disposition of a RID (e.g., from Combine to Disapprove).
- c. A change of the assigned Team once the RID has been dispositioned by the originally assigned Team.
- d. A change, in an assigned Action Item, of the actionee selected to work the Action Item.

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One of the primary reasons that such changes may have an impact is that the system automatically changes the Status of a RID or Action Item as the RID advances through the RID process. For example, suppose that a RID is dispositioned as "Combine" at the Team level and a subsequent change to the disposition is made from "Combine" to "Disapprove." This will require a change to the Status of the RID and also a change to the "Send to PreBoard" state from "No" to "Yes." The RID system will not recognize or anticipate the impact of these type changes and will not automatically adjust the database. While the system will allow such changes to be made, they should only be made in consultation with the system administrator who can make the required changes to the RID database.

When there is a change to a single RID that has the above type of impact, it may be easier to delete the old RID and initiate a new RID to replace the old one.

In all cases, when changes are made to a RID or Action Item, a note should be added to reflect the date and time the change was made, the rationale for the change, the name of the person requesting the change and the RID Coordinator's name.

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